

## **JOB POSTING**

**POSITION TITLE:** Chief of Staff (Ordinance Title: Executive 3)

**Salary:** DOE

**Who May Apply Direct:** All regular employees who meet the requirements stated below.

**Unit/Location:** Office of the Superintendent

**Primary Duties:** Provides strategic leadership and direction for the Office of the Superintendent. Leads External Relations, Government and Legislative Affairs, Communications and Public Affairs as well as the Administrative staff of the Superintendent. Oversees and manages the flow and exchange of information, streamlines interactions with key constituents and drives initiatives on behalf of the Superintendent. On behalf of the Superintendent, convenes and coordinates policies and issues with the senior officers of the utility. Works with the Superintendent to maintain the core responsibilities to the Mayor, the Council, the Advisory Board. Identifies and manages critical issues that have public impact and require the attention of the Superintendent and other senior officers. This position is responsible for a budget of approximately \$4.2 million. The Chief of Staff directly and indirectly affects all activities at the utility. The Chief of Staff drives key initiatives and sets the legislative, external affairs and government relations agenda. Decisions affect broad organizational policies and strategic issues which require substantial financial commitment on the part of the utility and the city. Directly represents the Superintendent on matters of institutional importance.

Key responsibilities and deliverables may include, but are not limited to:

- Oversees all facets of the Superintendent's Office, ensuring compliance with Mayor, City Council and Advisory Board expectations and with city, state, and federal laws, policies, regulations and operating agreements.
- Oversees and represents the Superintendent in interactions with key customers.
- Ensures the Superintendent is prepared and in possession of materials and information required for meetings, conferences and other scheduled events.
- Leads the development of strategies and operational plans for all external affairs including business and community relationships; government and legislative affairs; and public relations and communications to provide a cohesive and comprehensive perspective of the utility.
- Oversees the flow and content of information to the Mayor, the Council and the Advisory Board and assists the Superintendent maintain those relationships.
- Oversees and coordinates integrated policy analysis and strategic consultation to the Superintendent on major issues affecting the utility.
- Provides the Superintendent's perspective to reports, briefings and presentations of senior leadership.
- Formulates policy and program recommendations, which support and enhance city-wide goals.

**Required Qualifications:** A Bachelor's degree in communications, public or business administration or related field is required. Substantial management and leadership experience in communications, public relations or governmental affairs or related area of responsibility typically gained through 15 or more years progressively responsible assignments; at least 10 of which were as a manager or supervisor in a large, complex multicultural and diverse organization. Demonstrable knowledge of techniques for building and sustaining community and public relationships, business issues and trends, and federal and state regulations related to governmental affairs and legislative activities. Actively promote, support and manage key strategic City-wide initiatives including those related to fair and equal employment, diversity and justice in the workplace. Successful candidates must demonstrate their commitment to and involvement in activities that create and sustain a workforce free of racism and discrimination and that values multiculturalism and diversity as a workforce and community asset.

**Desired Qualifications:** An MBA or MPA degree and Utility experience preferred. Knowledge of public sector organizational practices, including labor relations. Skilled in preparing and presenting effective and accurate data and information, building consensus on strategies and messages among peers and across the organization, identifying key business issues from multi-disciplinary perspectives, policy analysis, informed debate and effective decision-making. Ability to lead professionals through collaboration and influence, foster and model effective customer service; coach, counsel and develop employees, including those of different racial, cultural and demographic backgrounds. Ability to provide management direction in a environment of change, willingness to make difficult and challenging decisions, provide clear expectations and directions, foster creativity and problem-solving, and perform the physical requirements and essential functions of the job.

**Position Requirements:** A security clearance and background check may be required. A five-year driver's abstract must be submitted on request (regular City employees are excluded from the driver's abstract requirement)

**How to Apply:** Email resume and cover letter as a Word attachment to [SCLResumes@right.com](mailto:SCLResumes@right.com). Please include the position title in the subject line of the email. For complete job description and instructions for applying, visit [www.seattle.gov/light](http://www.seattle.gov/light). Resumes must be e-mailed by midnight Sunday, September 18, 2005 to be considered.

[Click here for full job description](#)